

JOB VACANCY ANNOUNCEMENT

DELAWARE JUDICIARY

Posting #CCP020806

BAILIFF

Opening Date: August 9, 2006

Closing Date: August 23, 2006

Vacancy Anticipated

Salary: \$22,826 - \$28,533 (Minimum - Midpoint) Paygrade 6*

Recruiting For: Court of Common Pleas

Location: City of Wilmington (**Please check this city on your application**) New Castle County Court House; 500 N. King Street; Wilmington, DE 19801

Summary Statement: A class incumbent is responsible for maintaining order, providing security, and performing various court related duties in a court facility.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in a disqualification.

Applicant must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified."

1. Knowledge of security procedures.
2. Knowledge of clerical procedures.
3. Ability to communicate effectively.

Principal Accountabilities:

1. Notifies court personnel, attorneys, and parties involved to be present in courtroom; seats jurors, witnesses, and spectators in specific areas of the courtroom; checks in defendants and opens court by announcing entrance of judge. May arraign defendants under the direction of a clerk or a Judge.
2. Anticipates possible disruptions of court proceedings and makes arrangements for extra security. Subdues persons disturbing court proceedings using defensive devices such as chemical propellants, stun guns, and handcuffs. Makes periodic check of courtroom and/or courthouse for explosives, firearms, and weapons. May provide security in court offices and Judges' chambers as needed. May search defendants or spectators by

operating metal detector to detect weapons; takes custody of unauthorized weapons from persons entering courtroom.

3. Inspects courtroom for cleanliness, order, supplies, and proper operation of heating, lighting, ventilation, recording and sound equipment.
4. Sets up, operates and maintains various technical electronic equipment during course of trial/proceedings including paging systems, wireless microphones, audio video systems, video recorders, and overhead projectors.
5. Provides for care and security of jurors to preclude mistrials, provides routine instruction regarding courtroom proceedings and protocol, escorts jurors to and from jury room and courtroom, attends to needs and problems.
6. Obtains file jackets, forms, supplies, and related items for use by judge and court staff; picks up and delivers court documents inside and outside of courthouse; performs special projects as assigned.
7. May escort defendants/prisoners to sheriff's office and direct individuals to proper court office.
8. Performs related work as required.

License, Registrations and Certifications:

Possession of a valid driver's license at the time of appointment and during tenure in the class.

Conditions of Employment:

Direct deposit of paychecks is required as a condition of employment.

A satisfactory criminal background check is required as a condition of employment.

Applicants must be in good physical condition because they may be required to restrain rowdy individuals.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/programs/index.shtml>

Submitting your Application:

- **Apply on-line at www.delawarestatejobs.com/postings. (Your application will be routed automatically to the recruiting agency).**
- Paper applications can be submitted to one of the following locations:

COURT OF COMMON PLEAS

500 N. King Street Suite 2800, Wilmington, DE 19801

Phone: (302) 255-0869

Fax: (302) 255-2242

HUMAN RESOURCE MANAGEMENT

Haslet Armory, 1st Floor, 122 William Penn Street, Dover, DE 19901 Phone: (302) 739-5458 Fax: (302) 739-2327

Carvel State Office Building, 1st Floor, 820 North French Street, Wilmington, DE 19801 Phone: (302) 577-8277 Fax: (302) 577-3957

Delaware Technical and Community College Campus, P. O. Box 610, Georgetown, DE 19947 Phone: (302) 856-5966 Fax: (302) 856-5969

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting or needed for scoring purposes such as but not limited to a DD214, resumes or transcripts, please send or fax to the recruiting agency before or on the specified closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by a State of Delaware Application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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